



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda (Revised)

August 21, 2008
7:00 p.m.

I. Call to Order

II. Roll Call

Resolution

***** Moment of Silence*****

III. Approval of Agenda

IV. Presentations

- Tom MacCarthy, Bruce Crowther

- Report from PATH (Providing Advice for Tomorrow's Harper) Facilitating Team

V. Student Trustee Report

VI. President's Report

VII. Harper Employee Comments

VIII. Citizen Comments

IX. Consent Agenda* (Roll Call Vote)

A. For Approval

1. Minutes - July 17, 2008 Regular Board Meeting Exhibit IX-A.1
2. Bills Payable, Payroll for July 18, 2008, and August 1, 2008; Exhibit IX-A.2
Estimated Payroll for August 15, 2008
3. Bid Awards Exhibit IX-A.3
4. Requests for Proposals Exhibit IX-A.4
5. Purchase Orders Exhibit IX-A.5
6. Personnel Action Sheets Exhibit IX-A.6
7. Disposal of Obsolete and Unrepairable Personal Property Exhibit IX-A.7
Owned by the College - FY 2007-08

B. For Information

1. Financial Statements Exhibit IX-B.1
2. Committee and Liaison Reports Exhibit IX-B.2
3. Grants and Gifts Status Report Exhibit IX-B.3
4. Summary of Items Purchased from State Contracts, Consortiums Exhibit IX-B.4
or Cooperatives

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

X. New Business

- A. RECOMMENDATION: Resolution to Appoint New Trustee Exhibit X-A
- B. RECOMMENDATION: Approval of the Strategic Long Range Plan: 2008-2011 Exhibit X-B
- C. RECOMMENDATION: Approval of Updated Campus Master Plan Exhibit X-C
- D. RECOMMENDATION: Acceptance of PATH Report from Community Exhibit X-D
- E. RECOMMENDATION: Resolution and Submission of Proposition to Issue Community College Bonds to the Voters at Next Regularly Scheduled Election Exhibit X-E
- F. RECOMMENDATION: Resolution on David Hill Scholarship Exhibit X-F

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- August 25 5:30 p.m. - Rolling Meadows Community Night - Wojcik Conference Center
- September 1 **Labor Day Holiday - the College is closed.**
- September 8 5:30 p.m. - Prospect Heights Community Night - Wojcik Conference Center
- *September 18 7:00 p.m. - Regular Board Meeting - W214-215
- October 8 5:30 p.m. - Hoffman Estates Community Night - Wojcik Conference Center
- *October 16 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

XII. Other Business (including closed session, if necessary)

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, July 17, 2008

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
APPROVAL OF AGENDA	2
PRESENTATIONS	2
- PATH Presentation - Tom MacCarthy, Bruce Crowther	2
STUDENT TRUSTEE REPORT	2
PRESIDENT'S REPORT	4
HARPER EMPLOYEE COMMENTS	4
CITIZEN COMMENTS	4
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Grants/Gifts Report	4
Bid Awards	4
Requests for Proposals	5
Purchase Order	5
Personnel Actions	6
NEW BUSINESS	
- Second Reading of Modification of Board Policy on Scholarships	8
- Retain Lisa M. Dietlin & Associates to Assist the Educational Association with Staffing Support	8
- Adoption of Naming Opportunities, Methodology and Application to Campus Locations	8
- Affiliation Agreement with Children's Memorial Hospital Nursing Program	9
- Educational Service Providers	9
- Dismissal Resolution, Tenured Faculty	9
ANNOUNCEMENTS BY CHAIR	10
Communications	10
Calendar Dates	10
OTHER BUSINESS	10
ADJOURNMENT	10
SUMMARY OF BOARD REQUESTS	11

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, July 17, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, July 17, 2008 at 7:08 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft, Hoffman, Kelley and Stone; Student Member Garcia
Absent: Member Hill

Also present: Robert Breuder, President; Catherine Brod, V.P. for Development; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Joan Kindle, V.P. Student Affairs and Assistant to the President; Cheryl Kisunzu, Associate V.P. HR/Diversity and Organizational Development; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Mike Alsup; Mike Barzacchini; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Maria Coons; Kim Dell'Angela; Tom Dowd; Earl Dowling; Sally Griffith; Erin Holmes; Mia Igyarto; Njambi Kamoche; Ashley Knight; Cindy Luxton; Jim Ma; Fredia Martin; Mark Mrozinski; Sheryl Otto; Steve Petersen; Michelé Robinson; Tammy Rust; Katherine Sawyer; Rich Seiler; Doug Spiwak; Jane Swider; Nancy Wajler and Stasia Zwisler. Student: Miguel Hernandez.

Guests: Michael Lundeen, Legat Architects; Bruce Crowther, Northwest Community Hospital (PATH Co-Chair); Thomas MacCarthy, Cornerstone Bank (PATH Co-Chair); Stephen Nelson, Gilfillan Callahan Nelson Architects; Kim Pohl, Daily Herald; Rick Blair, Turner Construction.

Member Graft led the Pledge of Allegiance.

Chair Stone noted that Exhibit IX-A.3.f has been removed from the Consent Agenda.

APPROVAL OF AGENDA Member Graft moved, Member Canning seconded, approval of the Agenda.

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

Tom MacCarthy,
Bruce Crowther
PATH Facilitating
Team

Bruce Crowther, President and CEO of Northwest Community Hospital, and Tom MacCarthy, President and CEO of Cornerstone Bank, addressed the Board as Co-Chairs of PATH (Providing Advice for Tomorrow's Harper). Mr. Crowther explained that PATH is an organization which was created at the request of the Board to take a look at the mood of the community with regard to the draft Campus Master Plan. The Board wanted to take an independent look, one that was transparent and inclusive. The committee is made up of 12 individuals who have held to the standards very well. They will meet in early August to look at the input from the community and try to find the themes. They will then come back to the Board and provide a reflection on the view of the community with regard to the Campus Master Plan.

In describing the process, Tom MacCarthy explained that they have used mail vehicles, e-mails and had numerous community visits (35 different community visits). They have also had three Open Houses. They will continue to gather the information and come back to the Board with their recommendation. They feel that there is a tremendous amount of input to offer, which will help the Board make a wise decision on behalf of Harper College.

Mr. MacCarthy explained that he attended one of the Open Houses and intentionally did not tell people who he was when he arrived. He wanted to see how the Open House would be handled. He found the Harper staff to be very energetic, informative and helpful. Later, he introduced himself. He thought the experience was terrific.

Chair Stone noted that the Board looks forward to the PATH report in August. They will have many questions at that time. She thanked both Mr. MacCarthy and Mr. Crowther for all they are doing.

Member Kelley personally thanked Bruce and Tom for their time and dedication. He has had the pleasure of sitting in on the committee hearings. It is insightful leadership.

STUDENT TRUSTEE REPORT

Student Member Garcia stated that the most important investment she is making these days - with the high cost of

gas, energy and food - is education. One of Student Member Garcia's friends is a student and a single parent. She is making tough economic decisions – should she pay for her electricity or her rent? She continues to attend class, stay on campus for activities and events, and participate in as many community events as possible.

Student Member Garcia listed several events on campus that were cost-effective and very well-attended:

- The Laugh Shack Comedy Series, produced by the Campus Activities Board, was sold out. It was a good investment to spend an evening in a great atmosphere - with no drugs and no alcohol.
- The 37th Annual Dinner and Jazz Concert – another sold-out event offered free food for Harper students, faculty and staff . . . plus great music.
- In June, Chris Daniels, stunt man for the *Spider Man* movies, performed at Harper.
- An Evening with Theodore Roosevelt, featuring WGN's John Williams, was held on July 2. It was an informative, educational and intriguing show. Last year's Thomas Jefferson event performed to a sold out crowd, as did Theodore Roosevelt.
- For Harper students with children, there was *Miss Spider* – a great family event July 17.

Student Member Garcia commended the students, volunteers and departments for putting on these wonderful events. After attending a National Association of Campus Activities Leadership Institute in North Carolina, she was reminded of the countless hours and dedication it takes to make the campus come alive. It takes many student volunteers. Student Member Garcia noted that it meant so much to the volunteers who received merit awards. It helped to offset their cost of education. Their peers select a group of students to receive the merit award, based on the student's contributions to the school. On behalf of all the merit award recipients, she thanked Harper College, the Trustees and student peers for the timely and much needed recognition. Student Member Garcia noted that civic engagement is not just for Student Senate alone. She encouraged others to get involved with clubs and organizations on campus.

The Illinois Geographical Society presented the Outstanding Community College Geography Student Award to Harper

students Robert Sullivan and Ilona Drozdz at the organization's annual meeting in Springfield.

Student Member Garcia noted that many students must take the PACE bus to get to Harper College; the bus schedule is limited and there are no discounts offered to college students. Even the students who drive say they would live on campus if dorms were available, especially with the high cost of gasoline. It is becoming very costly to commute. Student Member Garcia wants to make sure all student needs are addressed on campus.

PRESIDENT'S REPORT

There was no President's Report.

HARPER EMPLOYEE COMMENTS

There were no Harper employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Kelley moved, Member Graft seconded, approval of the minutes of the June 19, 2008 regular Board meeting; bills payable; payrolls for June 4, 2008 and June 20, 2008; estimated payroll for July 4, 2008; bid awards (excluding Exhibit IX-A.3.f); requests for proposals; purchase orders; personnel action sheets; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, personal property auction, as outlined in Revised Exhibits IX-A.1 through IX-B.5, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds \$6,165,480.84

The payroll of June 4, 2008 in the amount of \$1,371,189.60; June 20, 2008 in the amount of \$1,761,573.78; July 4, 2008 in the amount of \$1,827,173.43.

Bid Awards

- | | |
|--------------|--|
| Ex. IX-A.3.a | Award bid request Q00581 for an Articulating Boom Lift to Wiese Planning & Engineering, Inc., the low bidder, in the amount of \$76,650. |
| Ex. IX-A.3.b | Award bid request Q00575 to CVR Computer Supplies, the lowest responsible bidder for new and remanufactured laser toner cartridges |

for campus printers, in the amount of \$49,619.00.

Ex. IX-A.3.c Award bid request Q00576 for rooftop air conditioner replacement at the Hilltop Professional Center to Bremer Sheet Metal, the low bidder, in the amount of \$23,777.

Ex. IX-A.3.d Award bid request Q00586 for the Public Safety Center Building B addition to CMM Group, Inc., the low bidder, in the amount of \$173,046, for architect's fees of \$7,200, a 10 percent contingency of \$17,305 and reimbursables of \$2,500, for a total award of \$200,051.

Ex. IX-A.3.e Award bid request Q00587 for roadway and parking lot rehabilitation on the north side of the campus to North Suburban Asphalt Maintenance, the low bidder, in the amount of \$102,340.50, for architects fees of not to exceed \$7,500 and for reimbursables of not to exceed \$500, for a total award of \$110,340.50.

Request for Proposal Ex. IX-A.4.a Award request for proposal Q00582 for the development of video and dynamic Web content for the adult market to Exclaim, Inc. for an initial project estimated to cost \$60,000, and an additional \$40,000 for additional modules or enhancements for a total project amount of not to exceed \$100,000 and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2009/10 and 2010/11.

Purchase Orders and Adjustments Ex. IX-A.5.a Approve issuance of a purchase order to Turning Technologies, LLC for Turning Point software, licensing, training, receivers and response cards as requested by Information Technology to be utilized by faculty, in the amount of

\$58,884. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Turning Technologies, LLC.

Ex. IX-A.5.b Approve issuance of a purchase order to SunGard Higher Education Inc. to renew the maintenance agreement for the second year of a 10-year agreement for the Banner Student Information System and related modules software licenses for the amount of \$184,849.60. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with SunGard Higher Education, Inc.

Ex. IX-A.5.c Approve issuance of a purchase order to Nelnet Business Solutions for the hosting, maintenance, and technical support services agreement for QuickPay software in the amount of \$23,000. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Nelnet Business Solutions.

Personnel Actions

Administrator Appointments

Cheryl Kisunzu, Vice President, Human Resources, Diversity and Organizational Development, HR/DOD, 07/01/08, \$134,109/year

Michelé Robinson, Dean, Business/Social Science, BUS/SS, 08/01/08, \$95,000/year

Faculty Appointments

Enrique D'Amico, Instructor-Computer Information Systems, BUS/SS, 08/19/08, \$44,987/year

Katherine Hollis, Assistant Professor-Biology, MS, 08/19/08, \$47,309/year

Amy Kammerman, Instructor-Librarian, LIB SER, 08/19/08, \$44,987/year

Jace Robinson, Instructor-Biology, MS, 08/19/08, \$42,240/year

Supervisory/Confidential Appointment

James Balsamo, Project Accountant, ACCT SER, 06/16/08,
\$53,000/year

Classified Staff Appointments

Brian Collins, Clerk/Receptionist, SRO, 07/07/08,
\$24,863/year

Lisa Hirn, Administrative Secretary, MS, 07/14/08,
\$35,588/year

Sonia Jawnyj, Administrative Assistant, ENR SER, 07/14/08,
\$38,513/year

Harper #512 IEA-NEA Appointments

Todd Schultheis, Custodian/Groundskeeper, PHY PLT,
07/07/08, \$23,837/year

Dimetrieus Shotwell, Custodian/Groundskeeper, PHY PLT,
07/07/08, \$23,837/year

ICOPS Appointment

Ryan Golden, Community Service Officer I – Dispatch,
POLICE, 07/01/08, \$26,395/year

Limited Term Employment

Classified Staff

Jennifer Morgan, Student Account Representative, ACCT
SER, 06/23/08, \$30,712/year

Professional/Technical Incentive Compensation

Margaret Franks, Business Consultant, HCFB, \$19,760 FY
2007/08

Robyn Leslie, Business Consultant, HCFB, \$24,067 FY
2007/08

Classified Staff Retirement

Jane Best, Administrative Secretary, OSFA, 06/30/08, 16
years 8 months

Faculty Resignation

Pamela McLaughlin, Assistant Professor-Biology, MS,
07/31/08, 6 years

Professional/Technical Resignations

Vianey Suarez, CE Marketing Specialist, CE, 06/26/08, 2
years 4 months

Supervisory/Confidential Resignation

Cathy Huxhold, Assistant Director of Annual Giving & Alumni
Relations, CR/FDN, 07/03/08, 6 years

Classified Staff Resignations

Lynette Navigato, Bindery Operator, MKTG SER, 12/31/07,
23 years

Katherine Speer, Admissions Data Steward, ADM PROC,
07/24/08, 2 years

Upon roll call of the Consent Agenda, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hoffman,
Kelley and Stone

Nays: None

Motion carried.

NEW BUSINESS:

Second Reading of
Modification of Board
Policy 05.21.00 on
Scholarships to Include
Two New Scholarships

Member Graft moved, Member Canning seconded,
approval of the modification to Board Policy 05.21.00 on
Scholarships, as outlined in Exhibit X-A (attached to the
minutes in the Board of Trustees' Official Book of
Minutes).

In a voice vote, the motion carried.

Retain Lisa M. Dietlin
& Associates to Assist
the Educational
Foundation with
Staffing Support

Member Graft moved, Student Member Garcia seconded,
to retain Lisa M. Dietlin & Associates to provide staffing
support for the annual fund, advancement services and
alumni activities for a fee of \$7,000 per month for up to
six months (\$42,000), and authorization for the
administration to retain LMDA for additional support if
needed not to exceed \$18,000. In addition, to retain Lisa M.
Dietlin and Associates to provide a three year strategic
alumni plan for a fee of \$15,000, as outlined in Exhibit X-B
(attached to the minutes in the Board of Trustees' Official
Book of Minutes).

In a voice vote, the motion carried.

Adoption of Naming
Opportunities,
Methodology and
Application to Campus
Locations

Member Canning moved, Member Graft seconded,
approval of the methodology used to determine gift levels
for physical campus locations and the list of naming
opportunities and their assigned gift levels, as outlined
in Exhibit X-C (attached to the minutes in the Board of
Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement with Children's Memorial Hospital Nursing Program Member Kelley moved, Member Graft seconded, approval of the renewal between Harper College and *Children's Memorial Hospital* and authorization for the Dean of Health Careers and Director of Nursing to sign the above, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Educational Service Providers Member Canning moved, Member Kelley seconded, approval of the list of Educational Service Providers for Fiscal Year 2008-09, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Ratification of Faculty Contract Extension Student Member Garcia moved, Member Canning seconded, to ratify the two-year extension to the Collective Bargaining Agreement with the Faculty Senate, Local 1600, for the 2010/2012 years. Additionally, authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Hoffman, Kelley and Stone

Nays: Member Graft

Motion carried. Student Member Garcia voted aye.

Dismissal Resolution, Tenured Faculty – Wellness and Human Performance Division Member Graft moved, Student Member Garcia seconded, approval of the attached Dismissal Resolution and authorization for the issuance of the Notice of Dismissal, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Garcia voted aye.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next regular Board meeting will be August 21. Chair Stone noted that she is hopeful all Trustees who are able will attend the Rolling Meadows Community Night on August 25. The College will be closed September 1 for the Labor Day holiday. Chair Stone noted that on Tuesday, August 19, the Board will have the pleasure of hosting a welcome back reception for all employees from 4:00 p.m. to 6:00 p.m. in the lobby of the Performing Arts Center. The Board encouraged everyone to join them.

OTHER BUSINESS

Member Borro explained that, because of the increasing price of gasoline and with people being more health conscious and concerned about the environment, many more students, faculty and staff may be riding their bicycles to campus than in the past. Member Borro suggested they look into installing more bike racks, preferably under cover. The covered area between Buildings A and C was suggested. Chair Stone asked Dr. Breuder to look into that.

ADJOURNMENT

Member Canning moved, Member Graft seconded, to adjourn the meeting.

In a voice vote, the motion carried at 7:28 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 17, 2008 REGULAR BOARD MEETING

1. Member Borro explained that, because of the increasing price of gasoline and with people being more health conscious and concerned about the environment, many more students, faculty and staff may be riding their bicycles to campus than in the past. Member Borro suggested they look into installing more bike racks, preferably under cover. The covered area between Buildings A and C was suggested. Chair Stone asked Dr. Breuder to look into that.